



# Manager's Report

For Council Meeting 3/12/02

## FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Alvarenga Delao Construction	258 Meadows Lane NE	Carpenter
Another Time Antiques	32 S King Street	Retail - Antiques
Ball & Chain Productions	7 N King Street	Artist
Clasicscapes	203 Birch St NE	Landscaping
CMW Group Inc	15 N King Street	Architectural Firm
Concord Catering	718 Sentinel Dr NE	Catering
Crystal Creations	612 Stribling Ct SW	Crafts
Curves for Women (new owner)	305-L E Market St	Fitness Center
Fuchs Consulting Inc	502 Ayrlee Ave NW	Consulting
G Laverne Window Designs	738 Vermillion Dr NE	Decorating
J R's Cleaning Etc	68 Hancock Pl NE	Cleaning Service
Leesburg Auto Service	306 Industrial Ct Unit A	Auto Repair
Leesburg Theatre LLC	19 W Market St	Movie theatre
Nadel, Barbara	88 Heritage Way NE #103	Telemarketing
Retso Consultants	629 Nathan Pl NE	Bond Release
Silver Fox	32 S King St	Retail - Furniture
Wyatt Consulting	416 William ST NW	IT Consulting

## HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Matt Castel	Senior Utility Operator	Water Treatment
John Lyons	Construction Inspector	Engineering & Public Works
Preston Saylor	Construction Inspector	Engineering & Public Works

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
None		

**PLANNING AND ZONING****Current Planning Division Activity****Plans accepted for review during the period February 20, 2002 - March 5, 2002**

- Leesburg Executive Airport Terminal Building Expansion & Parking Improvements P/F Development Plan
- Kincaid Forest Section 12A, Lot 476, 477 & 478 Boundary Line Adjustment Plat
- FAA Facility Lighting Plan
- Stowers Phase 1, Section 2 Final Plat
- Battlefield Shopping Center (Staple/Michaels) P/F Development Plan
- 3 Royal Street Building Addition Request for No Adverse Impact Drainage Sketch Plan
- Battlefield Shopping Center Sanitary Sewer and Waterline Easement Plat and Deed
- Edwards Landing Section 1 Revised Landscape Plan
- Battlefield Shopping Center Sanitary Sewer and Waterline Revisions to Approved P/F Development Plan
- Allman Property Sanitary Sewer & Waterline Extension P/F Development Plan
- Potomac Station Retail Parcels B-1A2 & B-1A3 and B-2A2 & B-2A3 Boundary Line Adjustment Plat
- Kincaid Forest Section 4B Correction Plat and Deed
- 302 South King Street Garage Improvements BAR Sketch Plan
- 3 King Street (Merrill Lynch) Building Addition Sketch Plan
- FAA Security Lighting Sketch Plan
- Potomac Station Apartments Bathhouse & Pool P/F Development Plan
- Edwards Landing 2B Construction Drawings
- Kincaid Forest 10C Lot 330A Boundary Line Adjustment Plat and Deed
- Middleburg Bank Office Building Revision Final Development Plan
- Woodberry Road Drainage Improvements Easement Plat
- Engineers/Surveyors Institute (ESI) Peer Review
- Planning Commission
- Traffic Task Force
- Environmental Advisory Committee
- Leadership Agenda Committee
- Leadership Leesburg
- Exempt Committee

**Plans reviewed during the period February 20, 2002 – March 5, 2002**

- Lowenbach Subdivision (Duplex) Lots 102& 103 Grading & Drainage Plan
- Ida Lee Park Soccer/Lacrosse Field #3 Request for P/F Development Plan Authorization
- Potomac Station Retail (Parcel B) Revision to Approved Preliminary Development Plan
- Beeler Subdivision Construction Drawings
- Evergreen Mill Road Sanitary Sewer Plan
- Potomac Crossing, Section 9 Final Plat
- Potomac Crossing Battlefield Parkway Phase 3 Road Improvements Construction Drawings
- Beeler Subdivision Final Plat

- 3 Royal Street Building Addition Request for No Adverse Impact Drainage Sketch Plan
- Battlefield Shopping Center Sanitary Sewer and Waterline Easement Plat and Deed
- Edwards Landing Phase 2B Construction Drawings
- Battlefield Shopping Center Sanitary Sewer and Waterline Revisions to Approved P/F Development Plan
- Battlefield Parkway/Potomac Station Drive Rough Grading Plan
- Edwards Landing Phase 2B Final Plat
- Potomac Crossing Section 10 Final Plat and Deed
- Potomac Crossing Section 10 Construction Drawings
- Potomac Crossing Section 10 Public Road Improvements Construction Drawings
- Potomac Station Apartments Bathhouse & Pool P/F Development Plan
- Edwards Landing Phase 3 Rough Grading Plan for Stockpile
- The Hamlet @Leesburg Final Plat
- The Hamlet @ Leesburg Construction Drawings
- Sycamore Hill, Lot 361 Boundary Line Adjustment Plat and Deed
- Kincaid Forest Section 12B Final Plat and Deed
- Catoctin Circle Rescue Squad Building Addition Sketch Plan
- Edwards Landing Recreation Center P/F Development Plan
- Richlynn Development Minor Subdivision Plat and Deed
- Edwards Landing Phase 4 Rough Grading Plan
- Engineers/Surveyors Institute (ESI) Peer Review
- Planning Commission
- Traffic Task Force
- Environmental Advisory Committee
- Leadership Agenda Committee
- Leadership Leesburg
- Exempt Committee

## **Comprehensive Planning**

### **Special Exceptions**

SE 2001-09: Lot 11, Cardinal Industrial Park – For a vehicle display/parking lot. Public hearing before the Planning Commission to be held March 7, 2002.

SE 2001-10: Lot 4, Cardinal Industrial Park – For an auto body/vehicle service shop at intersection of Cardinal Park Drive and Trailview Blvd. Public hearing before the Planning Commission to be held March 7, 2002.

SE 2001-07: Tires Plus – Leesburg Park Shopping Center, For a vehicle service facility, south of Edwards Ferry Road, across from Sheetz. Public hearing before the Planning Commission to be held March 21, 2002.

SE 2001-05: Jerry's Chevrolet/Oldsmobile – For a vehicle sales/rental/and service center, adjacent to CVS on Market Street. Public hearing before the Town Council held February 26, 2002. Scheduled to vote March 12, 2002.

SE 2001-08: Leesburg Station Auto Wash, on Catocin Square next to the Leesburg Volunteer Rescue Squad and WO&D Trail. Public hearing before the Planning Commission held on February 7, 2002. Public hearing before the Town Council scheduled for March 26, 2002, with preview scheduled for March 11, 2002.

Rezoning

Stratford Concept Plan and Proffer Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview has been tentatively scheduled for March 21, 2002.

Hawkins: The applicant has resubmitted information for this case. The Planning Commission public hearing is scheduled for April 18, 2002.

Stratford Proffer Amendment: Request to increase the height of the apartment buildings from 45 feet in height to 52 feet in height. Public hearing before the Planning Commission held February 21, 2002. Planning Commission scheduled to vote on recommendation March 7, 2002. Meetings before Town Council not yet scheduled.

**ZONING PERMITS ISSUED 02-175-02-236**

**Zoning Permits Residential**

Potomac Station 6 SFD @ \$105,000  
Exeter Hills SFD 1 @ \$100,000  
Potomac Crossing 2 SFD @ \$105,000  
Beauregard Heights 1 SFD @ \$125,000

**Zoning Permits Commercial**

211 Fort Evans Road NE Middleburg Bank w/ Drive-thru @ \$700,000  
12 South King Street Interior Fit up Loudoun County Offices \$260,000  
101 Masons Lane SE Amateur Radio Tower

**Occupancy Permits Residential**

Fairview 1 SFD  
Potomac Station 13 SFD 2 SFA  
Woodlea Manor 1 SFD  
Potomac Crossing 2 SFD  
Tavistock Farms SFA 4  
Evergreen Meadows 3 SFD  
Edwards Landing 15 SFA  
Beauregard Heights 1 SFD  
Kincaid Forest 2 SFA  
Gateway Condos 18 units

**Occupancy Permits Commercial**

1001 Sycolin Rd. Leesburg Airport 2  
241 Ft. Evans Rd. Suite 1525 Fashion Jewelry Warehouse  
521 & 523 Constellation Square Common Area 2

**Water & Sewer Administration**

During this time frame 16 work orders were processed for meter set requests and 29 Public Facility Permits were issued totaling \$267,373.00.

**Capital Projects Update**

- Cardinal Park Sewer – Contractor has deployed a second crew and has begun work in other areas. The Cardinal Park portion is slow due to high traffic in the area.
- Evergreen Mill Forcemain plans have been submitted and reviewed by all town agencies. Comments will be forwarded to the engineer in a few days.
- The tank study project is progressing well. We are now waiting for the results of the computer model calibration.
- The FAA has approved the water storage tank site that is proposed on the Shellhorn property.

**Water Supply Division****Capital Projects Update****Water Treatment Plant (WTP) Upgrade to 10 MGD**

- Final completion was granted to the contractor on February 22, 2002.
- Approximately \$333,300.00 has been withheld by the town for liquidated damages.

**WATER TREATMENT PLANT****BMU Project****BMU Project Construction Status**

Substantial Completion on the Solids Processing Building and Dryer was granted on February 26, 2002 and this system has been successfully operating for three weeks. Final completion of the extended date of September 14<sup>th</sup> agreed upon in the BMU Tender Agreement has not been achieved, and is anticipated in approximately 2 weeks. A number of change orders have delayed final completion and the contractor's request for a time extension is under review.

**Biosolids Product Production**

The production of Tuscarora Turf Builder has met all regulatory requirements for classification as an *Exceptional Quality* biosolids product as defined by the U.S. EPA and Virginia Health Department (VDH), including pathogen, contaminant and vector requirements. Final contingencies to the distribution of this product to town citizens and property include transmittal of analysis data to VDH, approval of the revised WPCD Solids Management Plan, finalizing the product brochure and logistical issues related to distribution.

**Utility Lines Division****Training**

- Held training session on water meter programming at shop.
- Pumper & Cleaner Expo training attended by Rick Schooley, Hank Woodward, Jamie Morin & Mark Baker in Nashville, TN.
- Perform valve exercises in the southwest section of Town.

- Performing leak detection on North St. & Woodberry.
- Held safety meeting at shop (Book #2 – General Safety.)

**TOWN OF LEESBURG**

Full-time positions being recruited as of March 8, 2002

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Reject
<i>Executive</i>	1	Management Intern	5/1/02	√	√	√	√		
<i>Econ Dev</i>	1	Econ Dev Director	5/7/01	√	√				
	1	Admin Secretary	3/9/01	√	√	On hold			
<i>Eng &amp; PW</i>	1	Sr Engineer – Plan Review	11/30/01	√	√	√			
	1	Sr Engineer – Plan Review	12/14/01	√	√	√			
	1	Sr Engineer – Cap Proj	10/23/01	√	√	√	√		
	1	Construction Inspector	3/1/02	√	√	√	√		
	1	Maintenance Worker I	3/31/01	√	√				
<i>HR</i>	1	Admin Assoc II	2/13/02	√	√				
<i>P&amp;Z</i>	1	Director of P&Z	8/4/01	√	√	√			
<i>Police</i>	1	Communications Tech I	8/1/01	√	√	√	√	√	√
<i>Wastewater</i>	1	Maintenance Worker III	2/13/02	√	√				
<b>TOTAL</b>	12								

\*Construction Inspector has been promoted to Assistant Superintendent Streets, effective the date of hire for his replacement.

R.S. Noe